

# **D/MAX Online Booking Manual**

**Audiovisual Section**  
**Kentucky Department for Libraries and Archives**  
*An agency of the Education, Arts & Humanities Cabinet*

<http://www.kdla.net/statelib/libraryservices.html>



## **WELCOME TO D/MAX!!**

D/MAX is the Audiovisual Section's new online booking system. You can now log on to D/MAX through the home page of KDLA, search the catalog online and book your own materials. In addition, you will have the capability of doing keyword and Boolean searching and you will have access to materials which are too new to be in the printed catalog. Your patrons and staff will benefit by receiving materials within a day or two after they are requested, rather than having to wait nearly a week to receive films/videos from mailed-in request forms.

We have prepared the following manual to assist you with some of the basic search strategies in D/MAX. Feel free to experiment with Boolean and proximity operators and other search options briefly mentioned in the manual. Please note that your D/MAX account number (listed on the label attached to this manual) should be used for D/MAX searching only. You may continue to mail or phone-in requests using your library's original account number. Also, please be sure to change your password as soon as possible. This will prevent unauthorized access into your booking account.

D/MAX will be down from 4:15 to 4:30 Eastern time, Monday through Friday, for backup. Otherwise, D/MAX will be available 24 hours a day to serve your needs during evening and weekend hours.

If you encounter problems, please call the Audiovisual Section at (502) 564-8300, ext. 361 for assistance.

## Starting D/MAX

1. You can access the audiovisual booking system online from KDLA's home page at <http://www.kdla.net>.
2. On the left side of the page click on the heading State Library Services.
3. At the State Library Services page, scroll down to the bottom and click on Audiovisual Reserve System.
4. Press Return at the blinking cursor. This will bring up the D/MAX logo.

```
DDDDD / MM MM A X X TTTTTT
D D / M M M M A A X X T
D D / M M M A A XX ---T
D D / M M AAAAAA X X T
D D / M M A A X X T
DDDDD / M M A A X X T

D/MAX-T Release 1.4

Login:
Password:
```

5. Enter your account number and press Return.
6. Enter your password and press Return. Please use the password MEDIA the first time you access D/MAX.

```
<Your Library's Name>
Welcome to Dial-up Media Access
CATALOG BULLETIN

Today's Bulletin

Welcome to D/Max-T. If you are experiencing
difficulty logging on, please be sure that your user
logon and password are entered correctly; also, hanging
up properly by using the "U" key from the Main Menu
will facilitate immediate access by others. Remember
D/MAX-T will be down daily from 4:15 p.m. to 4:30 p.m.
for backup. Thank you.

<Press any key to start>
```

7. A welcome message will appear. Press any key to take you to the Main Menu Bar (shown below).

```
Catalog B_ooking O_options hangU_p R_restart H_help
```

## Menus/Commands

At the top of each screen there will be a line that looks similar to the one shown below.

<u>C</u> atalog <u>B</u> ooking <u>O</u> ptions   hang <u>U</u> p <u>R</u> estart <u>H</u> elp
------------------------------------------------------------------------------------------------

This line is the Menu Bar. There is a Menu Bar at the top of all D/MAX-T screens. It lists the basic commands that are active at any given time. To use a function press the key of the letter that is capitalized. The letter may also be underlined or **highlighted** on your screen.

If you get lost or confused, there are a few actions you can take:

Press the <Enter> or <Return> key. This will take you back to the previous screen.

Press the H or <Page DOWN> key. This will give you more help in the different operations.

Press the R key. This will take you to the D/MAX-T Login screen.

Press U to hangup.

## Changing Your Password

You should customize your password as soon as possible to prevent unauthorized ordering on your account.

### What You Do:

At the Main Menu Bar, press “O” key

Press “P” key

Enter a new password, Press Return  
(\*See Note below)

Enter the new password again, and press Return

Press Return again

### What You See:

An Options Menu Bar with Password in it

“New Password” prompt

“New Password” prompt

Options Menu Bar

Main Menu Bar

*\*Note: The best passwords consist of unlikely words with punctuation characters between.  
Examples: frog&milk or tree#toe  
You cannot have spaces in your password. Passwords are case-sensitive.*

## Booking Materials

When you know the catalog numbers:

### What You Do:

From the Main Menu Bar, press “B”

### What You See:

Booking Menu Bar. Allows you to enter a title number or browse the catalog.

Booking	Title	Catalog	hangUp	Restart	Help
	Title	Enter a title number			
	Catalog	Browse the catalog			
	HangUp	Hang-up the phone			
	Restart	Restart from Login			
	Help	Additional help			

Press “T”

Enter title number and press Return  
(*This is the catalog number for the film or video, i.e., VC1800 or A3752.*)

Prompt for title number

Request appears with the next available date filled in.

Enter request date _					
Line	Status	Number	Name	Arrive	Call
0	Hold	VC1800	RALPH S. MOUSE	OCT 20/99	OCT 27/99

### What You Do:

Press Return to book

### OR

Enter a new date and press Return  
(*See the bottom of your screen for assistance.*)

### What You See:

Status column shows you the action taken.

Examples: Not Aval (*Not Available*)  
At YourLoc. (*At Your Location*)  
Booked  
Erased

If status is “Booked,” item is booked for you for that date.

At this point you may change the date and/or extend the number of days of the booking, or you may cancel the booking.

## Changing the Date(s)

If material is not available for the date requested or if you want to change the date:

### What You Do:

From the Booking Menu Bar, press “G”

Press “D”

Enter new date and press Return

### What You See:

Change Menu

Order date prompt

New arrival and call dates will appear on the request. Status column will tell you whether it is available.

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## Booking material for the next available date:

### What You Do:

Press “G”

Press “N”

### What You See:

Change Menu

Request shows next available arrival and call dates. Item is booked for you for those dates.

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## Extending a booking period:

*If you don't extend the booking period, the material will be booked for only one day (your show date) and will need to be returned on the day following your show date. You may add up to four extra days to the booking period.*

### What You Do:

From the booking Menu Bar, press “G”

Press “X”

Enter number of extra days needed (up to four) and press Return

### What You See:

Change Menu Bar

Prompt which allows you to add the number of extra days you need (up to four)

Request with new arrival and call dates and status of item.

## Canceling a Booking

To cancel the booking:

### What You Do:

Press "B"

Press "E"

Press "Y" to erase all bookings

### OR

Press "N" to erase only the highlighted item

Press "Y"

### What You See:

Booking Menu Bar

Erase all items Yes No

Booking menu bar

Erase this item Yes No

Request shows that item has been erased

## Searching the Catalog

Searching by Title or Keyword:

### What You Do:

From the Main Menu Bar, press "C"

Press "F"

Enter title or key words and press Return

Examples: CURIOUS GEORGE  
ARTHRITIS

Press Return again.

Enter the number of any line  
(in left column)

To order the item, press "O"

### What You See:

Catalog Menu Bar

Prompt allows you to enter words from the title or annotation.

Screen indicates the number of records found.

List of titles containing the key words in the title, annotation or topic heading.

Annotation for that entry, including title, number, media type, running time, year and topic headings.

Order date prompt

*Follow steps outlined previously in Booking Materials (pg. 3)*

## Boolean & Proximity Searching

You may want to limit your search by using Boolean logic or proximity operations. Here are some examples.

CURIOUS GEORGE	Looks for <b>CURIOUS</b> <u>and</u> <b>GEORGE</b> to appear within five words of each other
@P1 CURIOUS GEORGE	Will find only <b>CURIOUS</b> <u>and</u> <b>GEORGE</b> if they are next to each other
"CIVIL WAR"	Putting quotes (") around a group of words will limit the search to that exact order
@L&WEDDING <b>OR</b> BRIDAL	Narrows down matches to either <b>WEDDING</b> <u>or</u> <b>BRIDAL</b> from a previous search.
*LE	Gives an alphabetical listing of words beginning with <b>LE</b> .
ABUSE	Selects catalog entries with the word <b>ABUSE</b> in them
DRUG OR ABUSE	Lists all entries with either <b>DRUG</b> <u>or</u> <b>ABUSE</b> in them
DRUG AND ABUSE DRUG & ABUSE DRUG + ABUSE	Gives all entries with both <b>DRUG</b> <u>and</u> <b>ABUSE</b> in them
DRUG &- ABUSE DRUG AND NOT ABUSE DRUG NAND ABUSE DRUG ! ABUSE	Shows all entries with <b>DRUG</b> <u>but not</u> the word <b>ABUSE</b>
ABUSE AND (DRUG OR ALCOHOL)	Selects all entries with ABUSE <u>and either</u> <b>DRUG</b> <u>or</u> <b>ALCOHOL</b>
DRU*	Lists all entries with words beginning with <b>DRU</b> , such as <b>DRUGS</b> , <b>DRUM</b> , <b>DRUGGIST</b> , <b>DRUNK</b>
DRUG?	Looks for entries with <b>DRUGS</b> <u>or</u> <b>DRUG</b>



## Selecting Search Criteria

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You may limit your search by Media Type, Audience Level, Length or other criteria.

### What You Do:

From the Main Menu Bar, Press "C"

Press "S" to limit your searching by Topic, Media Type, Length or other criteria

### What You See:

Catalog Menu Bar

Select Menu Bar

SELECT	<u>S</u> ubject	<u>T</u> opic	<u>Y</u> ear	<u>D</u> ate	<u>L</u> ength	<u>C</u> olor	<u>M</u> edia	<u>A</u> ud	hang <u>U</u> p	<u>R</u> estart	<u>H</u> elp
	<u>P</u> roducer	li <u>B</u> rary of Congress				de <u>W</u> ey	lan <u>G</u> uage	<u>Z</u> ero		<u>F</u> ind	

The Select Menu Bar lists the different criteria you can use to limit your search. You can use as many criteria as you like with the following exceptions:

Subject  
liBrary of Congress  
deWey

These are not used by our booking system.

### Searching by Media Type:

#### What You Do:

At Select Menu Bar, Press "M"

Enter the number next to the type of media desired and press Return

Example: Press "4" for videos only

Press Return

#### What You See:

Select Media Code Menu

Selected media type is highlighted

Select Menu Bar

Note: Please do not use the "SG" code or request videos with this code. These titles are restricted to state government accounts only. If you accidentally book an "SG" title, we will unbook it and you will not receive it.

The "SI" code will bring up an alphabetical list of the series in our collection but will not list the titles under each series.

### **Searching by Length:**

#### **What You Do:**

At Select Menu Bar, press “L”

Enter the line numbers (*left column*) next to the desired length(s) and press Return

Example: If you want a film between 10 and 20 minutes long, enter 9-19 and press Return

Press Return

#### **What You See:**

Prompt which allows you to select the length

Desired lengths will be highlighted

Select Menu Bar

### **Searching by Audience Level:**

#### **What You Do:**

Press “A”

Enter the line numbers corresponding to the desired audience level(s) and press Return

Example: If you want a video appropriate for primary and intermediate levels, enter 1-2 or 1,2 and press Return

Press Return

#### **What You See:**

Select Audience Level prompt

Desired audience level(s) will be highlighted

Select Menu Bar

#### **Audience Level Codes**

P - Preschool - Grade 3

I - Grades 4 - 6

J - Grades 7 - 9

H - Grades 10 - 12

C - College

A - Adult

## **Searching by Topic:**

### **What You Do:**

At Select Menu Bar, press "T"

*Note: We do not use Subject categories. We use instead Topic categories.*

### **What You See:**

Select topic prompt

```
SELECT TOPIC      Next  Erase Select
                   Clear, All,  or

Line Description Count
1      Abbott and Costello
2      Abduction
3      Abortion
4      Accidents
5      Acculturation
```

By continually pressing "N" you may scroll through the topic headings used by KDLA. A list of our topic headings can also be found at the back of this manual.

## **OR**

### **What You Do:**

Enter \* and the desired topic and Press Return

Example: \*libraries

Press Return

### **What You See:**

The topic is highlighted although you can not see it on the screen unless you scroll to the selected topic

Select Menu Bar

At this point you may apply additional search criteria.

## **Displaying Titles Meeting Search Criteria**

### **What You Do:**

From the Select Menu Bar, press "F" (*for Find*)

Enter @A and press Return

Press Return

### **What You See:**

Prompt

Lists number of records found

Lists the records found

If you have used the search criteria mentioned in this sample search, you should have a list of 7 videos between 10 and 20 minutes long suitable for primary through intermediate levels on "Libraries."

Use "N" (Next) and "P" (Previous) to move backwards and forwards through the screens.

Enter the appropriate line number and press Return to see an annotation for any highlighted item. Press return again to take you back to the main list. Or you may order any highlighted title by pressing "O" and following the steps outlined in the *Booking Materials* section.

## **Combining Search Criteria with Keyword Searching**

You may further limit your search by combining your search criteria results with a keyword search.

### **What You Do:**

At the catalog Menu Bar, press "F"

Enter @L and a keyword to find videos meeting the previous search criteria (i.e., media type, length, audience level, topic, etc.) that contain the keyword in the title, annotation or topic heading; press Return

*Example: @L&PUBLIC*

Press Return

### **What You See:**

Prompt

Lists the number of records found

Lists the records found

If you have combined the keyword "public" with the previous search criteria, you should have a list of four videos between 10 and 20 minutes long suitable for primary through intermediate levels on "public" and "libraries."

## Printing Lists and/or Annotations

Any time the menu at the top of your screen displays the word, "List," you may print a list of the titles or annotations for the titles shown on your D/MAX screen. You may also use your "Print Screen" key to print individual annotations.

### What You Do:

Press "L"

Press "A" to print a list of annotations for all the titles in the list

### OR

Press "L" to print a list of the titles

Press "Y" to print

### What You See:

List Menu Bar with these options:  
**Annotation List**

Is the printer ready? **Yes** or **No**

Is the printer ready? **Yes** or **No**

A printed list of titles or annotations will be generated.

## Ending Your D/MAX Search

First, be sure you have made all changes needed in the ordering dates and erased all items booked in error.

Press "U" for hangUp. At the Yes or No prompt, enter "Y" (yes). This will disconnect you from D/MAX and allow other users to access the system.

*Once you have pressed hangUp, you cannot go back in and make changes in your bookings. You will need to call the AV Section or send in a request form with the changes clearly marked.*

# Topic Headings for D/MAX Searching

## A

Abbott and Costello	Agriculture-History	Amphibians	Aquarium	Atomic Energy
Abortion	Agriculture-Kentucky	Amusement Parks	Arabian Horses	Atomic Structure
Accidents	AIDS	Anatomy	Archaeology	Atomic Warfare
Acid Rain	Airplanes and Airports	Ancient History	Architecture	Atoms
Acrobatics	Air Pollution	Animals	Arctic	Attention Deficit Disorder
Actors	Alamo	Animal Behavior	Art	Australia
Addiction	Alaska	Animal Life	Art and Artists	Austria
Adolescence	Alcohol	Animal Rights	Art Appreciation	Autism
Adoption	Alcoholism	Animation	Art Instruction	Automobiles
Advertising	Ali, Muhammad	Anorexia	Arthritis	Automobile Driving
Affirmative Action	Allergies	Antarctica	Asbestos	Automobiles-History
Afghanistan	Alligator	Anthropology	Asia	Automobile Safety
Africa	Alphabet, The	Apartheid	Assassination	Autumn
Age of Enlightenment	Alzheimer's Disease	Apes	Assertiveness Training	Aviation
Aging	Americana	Appalachian Region	Astronautics and Astronauts	
Agriculture	Amish	Apples	Astronomy	

## B

Baby-Sitting	Bees	Birds	Book Selection	Brazil
Bahamas	Beethoven, Ludwig Van	Birth	Bookmaking	Bread
Baldness	Beetles	Birth Control	Bookmobiles	Bridges
Baldwin, James	Belgium	Birthdays	Books	British Isles
Ballet	Bell, Alexander Graham	Bison	Books, Conservation	Buddhism
Banks and Banking	Bermuda	Black History	Booktalking	Buffalo
Baseball	Bible	Black Studies	Boone, Daniel	Bulimia
Basketball	Bicycling	Blacksmithing	Boston	Burma
Basketmaking	Bierce, Ambrose	Blind	Botany	Burns, Robert
Bats	Bill of Rights	Blindness	Boxing	Business
Bears	Biographies	Blood	Bradbury, Ray	Business Education
Beavers	Biology	Boats and Boating	Brain	Butterflies

## C

California	Censorship-United States	Children's Films	Coins	Coral Reefs and Islands
Calligraphy	Central America	China	Cold War, The	Cougars
Camping	Chandler, A.B.	Choreography	Collecting (as a hobby)	Courtesy
Canada	Chaos Theory	Christmas	Color	Cowboys
Cancer	Chaplin, Charles Spencer	Circus	Comedy	C.P.R.
Canoeing	Cheever, John	Cities	Commerce	Crafts
Capital Punishment	Chemistry and Chemicals	Citizenship	Commercial Driver's License	Crane, Stephen
Careers	Chemical Dependency	Civil Rights	Communication	Creation
Caribbean	Chesapeake Bay	Clay Animation	Communism	Credit
Caricature	Chicago	Cleanliness	Computers	Crime and Criminals
Carpentry	Chickens	Clemens, Samuel Langhorne	Computer Instruction	Crusades
Castles	Child Abduction	Climate	Computer Maintenance	Cults
Cather, Willa	Child Abuse	Closed-Captioned	Computer Programming	Cultural Diversity
Catholicism	Child Care	Clothing	Concrete	Curacao
Cats	Child Development	Clowns	Conflict Resolution	Customer Service
Caudill, Rebecca	Child Molestation	Coal	Conservation	Czechoslovakia
Caves	Childbirth Education and Preparation	Coal Mines and Mining	Consumer Education	
CD-ROM	Children	Codependency	Cooking	
Censorship		Codes	Copyright	

## D

Dairying and Dairy Products	Deer	Dinosaurs	D.N.A. (Dioxyribonucleic Acid)	Drugs and Drug Abuse
Dams	Demographics	Directions		Drums
Dance	Denmark	Disabilities	Doctors	Ducks
Dating	Depression (Psychological)	Disaster Preparedness	Do-It Yourself Project	Dulcimers
Dead Sea Scrolls	Depression, The Great	Discrimination	Dogs	Dvorak, Antonin
Deafness	Deserts and Desert Life	Disasters	Dolphins	Dyslexia
Deal, Borden	Design	Diseases	Domestic Violence	
Death and Dying	Diabetes	Distilleries	Doyle, Arthur Conan	
Decimal System	Dickens, Charles	Diving	Drama	
Decision Making	Dieting	Divorce	Dropouts	

## E

Earth	Edison, Thomas Alva	Elephant Show	English Language	Everglades
Earth Science	Education	Elephants	English Language, History of	Evolution
Earthquakes	Educational Media	Emotional Development	Environment	Exercise
Easter	Egypt	Employment	Epilepsy	Explorers and Exploration
Eating Disorders	Einstein, Albert	Endangered Species	Ergonomics	Eye
Eclipses	Eisenhower, Dwight	Energy	Eskimos	
Ecology	Elderly	Engineering	Ethics	
Economics	Elections	Engines	Etiquette	
Ecuador	Electricity and Electronics	England	Europe	

## F

Fables and Fairy Tales	Festivals	Fishing	Food Cycle	Franklin, Benjamin
Fairs	Fields, W.C.	Fitzgerald, F. Scott	Football	Freedom of the Press
Family Life and Relationships	Film	Flags	Ford, Henry	Freedom of Speech
Famous Persons	Film History	Flight	Forests and Forestry	Friendship
Farming and Farm Life	Finances	Floods	Forgiveness	Frogs
Fascism	Finland	Florida	Foster, Stephen Collins	Frontier and Pioneer Life
Fashion	Fire	Flowers	Foundations	Frost, Robert
Faulkner, William	First Aid	Folklore	France	Fundraising
Feature Films	Fish	Food	Frank, Anne	

## G

Games	Geese	Goats	Grant, Ulysses Simpson	Groundhog Day
Gandhi, Mohandas K.	Genealogy	Galapagos Islands	Gravity	Guitar
Gangs	Genetic Science	Gold Mines and Mining	Great Britain	Guidance
Garage Sales	Geography	Gorillas	Great Lakes	Gulf War
Gardening	Geography-U.S.	Government	Greece	Guns
Gardens	Geology	Grand Canyon	Grief	Gymnastics
GED Tests	Germany	Grants	Gristmills	

## H

Halloween	Hemingway, Ernest	Hitler, Adolph	Hong Kong	Humor and Satire
Hands	Henry, O.	Hockey	Horses	Hungary
Hanukkah	Herbs	Holidays	Hospices and Hospice Programs	Hunger
Harness Racing	Heroes	Holland	Hospitals	Hunger, World
Harris, Arthur	Highways	Holocaust, The	Houdini, Harry	Hunters and Hunting
Hawaii	Hiking	Holy Land	Houseplants	Hurricanes
Health and Health Care	Hinduism	Home Economics	Human Body	Hussein, Saddam
Hearing	Hispanic Studies	Homeless	Human Relations	Hypertension
Heart Disease and Attacks	Historic Houses	Homeschooling	Human Reproduction	
Hearst, William Randolph	History	Homosexuality		

## I

Iacocca, Lee	Immigration	Information Systems	Internet	Islands
Ice Skating	Incest	Infrastructure	Inventors and Inventions	Islam
Iceland	Independence Day	Injustice	Investments	Israel
Illiteracy	India	Inns	Iran	Italy
Illness	Indians, America	Insects	Iraq	
Illustration of Books	Industrial Revolution, The	Insurance	Ireland	
Immigrants	Industry and Manufacturing	Interior Design	Irving, Washington	

## J/K

Jackson, Andrew	Jesus Christ	Juggling	Kennedy, John F.	Korea
Jackson, Mahalia	Jewelry	Jungle	Kentucky	Korean Conflict, The
James, Henry	Jewish History	Juvenile Delinquency	Kentucky-Biographies	
Japan	Johnson, Andrew	Kangaroos	King, Martin Luther	
Jazz	Jones, John Paul	Kayaking	Kipling, Rudyard	
Jefferson, Thomas	Journalism and Broadcasting	Keaton, Buster	Kites	
Jerusalem	Judaism	Keller, Helen Adams	Knitting	

## L

Labor Relations	Lawn Care	Libraries	Literacy	Louisville, Ky.
Labor Relations, History of	Leadership	Library Science	Literature	Luther, Martin
Language and Languages	Learning Disabilities	Lice	Litter	Lyme Disease
Lapland	Lee, Robert Edward	Lighthouses	Little Rascals	
Lardner, Ring	Leisure	Lincoln, Abraham, President	Lloyd, Harold	
Latin America	Leonardo da Vinci	U.S.	London, England	
Laurel and Hardy	Lenin, Vladimir	Lindbergh, Charles	Lotteries	
Law, Courts, and Justice	Lewis, C.S.	Lions	Louisiana	

## M

Magic	Massage	Memory	Mobil Masterpiece Theatre	Moving-Picture-Production
Magnetism	Materialism	Menopause	Model Railroads	and Direction
Mail	Mathematics	Mental Health	Money	Moving-Picture-Special
Makeup	Mathematics, History of	Mental Illness	Monsters	Effects
Mammals	Mayas	Mental Retardation	Monuments	Moving-Picture-Women's
Mammoth Cave	McCloskey, Robert	Mexico	Moon	Roles
Man	Media	Mexico, Description and	Moore, Clement Clarke	Murals
Management Training	Medicine	Travel	Motivation	Museums
Manners and Customs	Medicine, Alternative	Michelangelo	Motorcycle Safety	Music
Maps and Mapmaking	Medical Research	Middle East	Mountain Climbing	Music, Classical
Marceau, Marcel	Medicare	Military History	Mountains	Music, Folk
Marijuana	Medicine Shows	Mime	Moving-Picture	Music, Rock and Roll
Marine Life	Medieval Life and Customs	Minerals	Moving-Picture Acting	Musicals
Marketing	Meditation	Miners	Moving-Picture-Direction	Mussolini, Benito
Marriage	Meetings	Miscarriage	Moving-Picture-Performance	Mysteries
Massachusetts	Memorial Day	Mississippi River		Mythology

## N

National Parks and Reserves	Nepal	New Zealand	Norway	Nutrition
Natural Wonders	Netherlands, The	Newsreels	Nuclear Power and Related	
Nature	New England	Newton, Sir Isaac	Issues	
Nature Studies	New Guinea	Nobel Prizes	Numbers	
Navajo Indians	New York	North Carolina	Nursing	

## O/P

Occult	Paintings and Painters	Pets and Pet Care	Poetry	Prejudice
Oceanography	Panama	and Training	Poisoning, Accidental	Preservation
O'Conner, Flannery	Panama Canal	Philosophy	Poland	Presidents, U.S.
Ohio River	Pandas	Phonics	Police	Presley, Elvis
Oil	Pantomime	Photography	Political Campaigns	Primates
Papermaking		Physical Education	Political Science and Politics	Prison
Olympics	Parent Education	Physics	Polk, James K.	Privacy, The Right to
Open-captioned	Paris	Physiology (Human and	Polo, Marco	Protestantism
Opera	Parliamentary Practice	General)	Polynesia	Psychics
Oral History	Patriotism	Picture Books for Children	Pompeii	Psychology
Orchestra	Peace	Pigs	Ponds	Puberty
Oregon Trail	Peace, World	Pilgrim Fathers	Population Explosion	Public Relations
Organ Transplants	Pecos Bill	Planets	Porter, Katherine Anne	Public Speaking
Origami	Peer Pressure	Plants	Portugal	Puerto Rico
Otters	Penguins	Plastics	Positive Thinking	Pumpkins
Outdoor Safety	Personal Grooming	Plate Tectonics	Pottery	Puppets and Puppet Plays
Owens, Jesse	Personal Guidance	Plumbing	Power	Pyrotechnics
Owls	Personnel	Plymouth Plantation	Pregnancy	
Pain	Peru	Poe, Edgar Allan	Prehistoric World	



## Q/R

Quality	Rain and Rainfall	Recycling	Robins	Roses
Quilts and Quilting	Rain Forest	Reference	Robotics	Royalty
Rabbits	Rape and Rape Prevention	Reformation, The	Rodeos	Rumania
Raccoons	Reading	Renaissance, The	Rogers, Will	Runaways
Race Relations	Reading Comprehension	Reptiles	Roller Skating	Running
Racing	Reading Rainbow	Retirement	Rome	Runyon, Damon
Radio	Reading Retention	Rhode Island	Roosevelt, Eleanor	Rural Communities
Radon	Real Estate	Ring of Fire	Roosevelt, Franklin	Russia
Railroads and Railroading	Records Management	Rivers	Roosevelt, Theodore	Russian Revolution

## S

Safety	Self-Esteem	Sign Language	South Africa	Storytelling
Sales (as a career)	Self-Image	Silversmithing	South America	Strategic Planning
Salt Routes	Self-Reliance	Ski Jumping	Southern States	Stress
San Francisco	Sendak, Maurice	Skis and Skiing	Space	Strip Mining
Santa Claus	Sensory Awareness	Slavery in the U.S.	Spain	Stroke
Scandinavia	Sequoyah	Sleep	Spanish Language	Stuart, Jesse
School Bus Safety	Sex Role	Slim, William	Spices	Study Skills
Science	Sexual Harassment	Slugs	Spinning	Submarines
Science Fiction	Sexuality	Smetana, Bedrich	Sports	Suicide
Schizophrenia	Sexually Abused Children	Smoking	Spring	Summer
Scotland	Sexually Transmitted Diseases	Snails	Squirrels	Sun
Sculpture	Shakers	Snakes	Staff Development	Supervision of Employees
Sea Birds	Shakespeare, William	Soaring	Star Spangled Banner	Surfing
Sea Lions	Sheep	Soccer	Stars	Sweden
Seashells	Ships	Social Change	Statue of Liberty	Swimming
Seasons	Shoplifting	Social Services	Steamboats	Switzerland
Seattle	Short Stories	Soil Conservation	Steroids	
Secretarial Skills	Siberia	Solar System	Stonehenge	

## T

Tahiti	Telephone	Terrorism	Tightrope	Travel
Taxes	Telephone Etiquette	Testing	Time	Trees
Team Training	Television	Thanksgiving Day	Time Management	Trustees
Teamwork	Temple, Shirley	Theatre	Tobacco	Trucks
Technology	Tennessee	Thoreau, Henry David	Tornado	Tubman, Harriet
Teeth	Tennessee Valley Authority	Thurber, James	Toys	Turkey
Telecommunications	Terminal Illness	Tibet	Transportation	

## U/V

Ukraine	U.S. Foreign Relations	Valentine's Day	Venice	Virginia
UNICEF	U.S. History	Valentino, Rudolph	Veterinarians	Volcanoes
Unidentified Flying Objects	U.S. History, Civil War	Values and Society	Video	Volunteers
United Mine Workers of America	U.S. History, Colonial Period	Vandalism	Video Services in Libraries	Vonnegut, Kurt
United Nations	U.S. History, Revolution	Vatican City	Vietnam	Voting
United States	U.S. History, 20 <sup>th</sup> Century	Violence	Vietnam Era Veterans	
U.S. Constitution	U.S. Military	Vegetable Gardening	Violence	
	Updike, John	Venereal Disease	Violin	

## W/X/Y/Z

Wales	Water Skiing	Wilderness	Women's Studies	W.W.II-U.S. Involvement in
Walking and Hiking	Waterbirds	Wildflowers	Woodworking	Yamamoto, Isoroku
Wallpapering	Weddings	Wildlife	Word Processing	Yellowstone National Park
War	Weapons	Wildlife Conservation	Workers Compensation	Yoga
Washington, Booker T.	Weather	Wildlife Kentucky	Worms	Yorktown, Virginia
Washington, D.C.	Weaving	Williamsburg, Virginia	Wrestling	Yosemite
Washington, George,	West	Wind	Wright, Orville and Wilbur	Youth
President U.S.	West Virginia	Wine	Writing	Yugoslavia
Water	Westerns	Winter	World War I	Zoo
Water Cycle	Wetlands	Witchcraft	World War II	
Water Pollution	Whales	Wolves		